

City of Takoma Park, Public Works Department
31 Oswego Avenue, Silver Spring, MD 20910
(301) 891-7633

PERMIT FEE: \$25

APPLICATION FOR DRIVEWAY APRON PERMIT

OWNER'S NAME: _____ PHONE: _____

PROPERTY LOCATION: _____
Takoma Park, MD

SUBDIVISION: _____ LOT: _____ BLOCK: _____

CONTRACTOR'S NAME: _____ PHONE: _____

Is this for new construction? _____NO _____YES

If YES: County Permits attached _____

Is property located in the Historic District? _____NO _____YES

If YES: Historic Area Work Permit attached? _____

Provide a diagram of the lot and existing or proposed structures and pavement and complete the description and square footage chart on the space provided on the reverse side. A sample completed application is available on the general information sheet.

*Please complete this form on both sides and return to the Public Works Department with payment of \$25 permit fee (**check or money order only**).*

FOR CITY USE ONLY

Application received: ____/____/____

Technical Review Committee review required? _____No _____Yes

If Yes: T.R.C. Approval _____ Date: ____/____/____

Public Works Site Visit: ____/____/____ Approved:____ Denied:____

Reason for Denial: _____

Pour Approval: _____ Date: ____/____/____

GENERAL INFORMATION FOR DRIVEWAY APRON PERMIT

Application process:

A driveway apron is the width of pavement that crosses the City right-of-way between the street curb and private property and is intended as an entranceway or exit. The installation or replacement of a driveway apron requires a permit from the City of Takoma Park. Replacement or installation of a driveway beyond the apron may require a construction permit from Montgomery County (240) 777-6298. If you are located in the Historic District, you may also need to apply for a Historic Area Work Permit (Historic Preservation Commission (301) 563-3400).

The driveway apron application form requires the applicant to provide a diagram of the lot with all existing and proposed structures and pavement, and a listing of the square footage of each structure/pavement (see sample completed application on reverse side).

After receipt of a completed application and payment of \$25 (check or money order), a Public Works inspector will review the application and determine if it requires approval of the Takoma Park Technical Review Committee (TRC). The TRC review is needed when the applicant is planning new construction on the property. After the TRC reviews the application it is forwarded to the Public Works inspector. If the TRC review is not needed the Public Works inspector visits the site to review the lot to determine if the applicant has met City requirements for a driveway apron. The City uses the Montgomery County guidelines for driveway aprons (see attached forms). If all requirements are met, the inspector approves the permit and the applicant is notified. Upon receipt of approval notification, the applicant can obtain a permit from the Treasurer's Office, 7500 Maple Avenue.

The applicant is required to call the Public Work's inspector at (301) 891-7633 on the day the concrete apron is to be poured so the inspector can review the forms and grade, and provide final approval.

Driveway Apron Requirements:

Driveway aprons for single family homes and apartments can have a maximum width of 20 feet, and a minimum of 10 feet at the point where the property line and City right-of-way meet. The width of the driveway apron at the curbline can have a 30 feet maximum and 20 feet minimum width.

Replacement of an existing driveway apron is exempt from the size limitations, provided that the length of the new apron is the same size as the one it is replacing and is installed in the same location.

Cement concrete shall be used for installing or replacing driveway aprons. Driveway aprons shall not be installed within 3 feet of a tree planted in the City right-of-way.

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